



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

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PRIVATE ROAD

Application

Applications will not be accepted unless containing all the following information:

- 1) Completed application form with owner's signature
- 2) Site plan and construction drawings as required by the Private Road Ordinance
- 3) Completed Escrow Policy Form (included in this application)
- 4) Escrow Fee- \$1000
- 5) Fee- \$200

CASE NUMBER _____

Charter Township of Elmwood
PRIVATE ROAD APPLICATION

Property Address: _____

Parcel Number: 45-004-_____-_____-_____

Project Title or Name of Project: _____

Number/Name of Private Roads in this Application: _____

Owner Name: _____ Owner Phone: _____

Owner Address: _____

Applicant Name: _____ Phone: _____

(If Different than Owner)

Applicant Address: _____

Engineer/Surveyor Name: _____

Company Name: _____ Phone: _____

Engineer/Surveyor Address: _____

Contact Person (All communications from the Township will be sent to this individual)

_____ Owner _____ Applicant _____ Engineer/Surveyor

Affidavit:

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, and that the answers and statements herein contained and the information submitted are in all respects true and correct. In addition, the undersigned represents that he/she or they is authorized and does hereby grant a right of entry to Township officials for the purpose of inspecting the premises and uses thereon for the sole purpose of gathering information regarding this request.

Owner Signature _____ Date _____

Applicant Signature _____ Date _____

OFFICE USE ONLY:

Case Number: _____ Fee: _____ Paid: _____

Decision: _____ Date: _____

Date Permit Issued: _____ Issued By: _____

Charter Township of Elmwood Escrow Policy

Accordingly, the procedure for the handling and processing of escrow deposits henceforth shall be as follows:

- A. In connection with any application for a special land use, site plan approval, zoning amendment, cluster residential development review, site condominium review, planned unit development review, appeal, interpretation, variance, or other application as required by this Ordinance, the Township may require the applicant to pay in advance into an escrow fund established to cover the reasonable costs of reviewing the application. These costs may include staff costs or consultant fees covering planning, engineering, environmental analysis, wetland delineation, legal review, and other professional and technical services required for a proper and thorough review of the application. No application shall be reviewed further or considered complete, and no permit shall be issued, until all costs have been paid and/or the escrow fund has been replenished as outlined below. The Township shall account for the expenditure of all escrow funds, and the Township Clerk shall refund any unexpended funds within sixty (60) days of final action.

- B. Should the escrow fund ever dip below fifty (50%) of the original fund amount, the applicant shall be advised and required to replenish said escrow fund to the full original amount within five (5) business days of having been so notified by the Township Clerk.

- C. The applicant may seek an accounting from the Township Clerk of expenditures from the escrow fund when a request is made by the Township to replenish the fund and/or after a final decision on the application has been made. However, the applicant has no authority to approve or deny expenditures.

Amount of Escrow Deposit Required: _____

Amount of Escrow Deposit Received: _____

Date: _____

Signature: _____

Any unused funds will be returned to:

Name: _____ Phone Number: _____

Address: _____
